

CA-PMM**Project Name:** BAR-2012 EIS Project**OCIO Project #:** 1110-109**Department:** Consumer Affairs/Bureau of Automotive Repair**Reporting Period:** From: 12/1/09 To: 12/31/09**Team Member to Project
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
<i>This page is internal to the project and not required to be submitted to OCIO</i>			
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			
Status Summary	Yes/No	Explanation	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

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Status of Assigned Issues

Issue Number	Description	Due Date	Status

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Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	DGS Process Change	The new RFI process has impacted the milestone dates	Will adjust milestones, work on collapsing tasks to bring the schedule in, and if necessary rebaseline via an SPR
2. Were any key milestones or deliverables rescheduled?	Yes	DGS Process Change	The new RFI process has impacted the milestone dates	Will adjust milestones, work on collapsing tasks to bring the schedule in, and if necessary rebaseline via an SPR
3. Was work done that was not planned?	Yes	DGS Process Change	The new RFI process has impacted the milestone dates	Will adjust milestones, work on collapsing tasks to bring the schedule in, and if necessary rebaseline via an SPR
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	Yes	DGS Process Change	The new RFI process has impacted the milestone dates	Will adjust milestones, work on collapsing tasks to bring the schedule in, and if necessary rebaseline via an SPR
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			

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8. Are there any new major issues?	Yes	DGS Process Change	The new RFI process has impacted the milestone dates	Will adjust milestones, work on collapsing tasks to bring the schedule in, and if necessary rebaseline via an SPR
9. Are there any staffing problems?	No			

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Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	The overall schedule is 21 days behind	Will adjust milestones, work on collapsing tasks to bring the schedule in, and if necessary rebaseline via an SPR
2. Do any key milestones or deliverables need to be rescheduled?	Yes	The overall schedule is 21 days behind	Will adjust milestones, work on collapsing tasks to bring the schedule in, and if necessary rebaseline via an SPR
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	The overall schedule is 21 days behind	Will adjust milestones, work on collapsing tasks to bring the schedule in, and if necessary rebaseline via an SPR
8. Are any major new issues foreseeable?	No		
9. Are any staffing problems anticipated?	No		

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Current Status and Accomplishments:

Describe deliverables completed and milestones met during this reporting period.

Release RFI

Last Day to Ask Questions About RFI

Last Day to Submit Responses to RFI

Note: This Status Report reflects milestones and progress through Contract Award.

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Feasibility Study Report Approved	11/2/09	11/24/09	Done		11/24/09
Release RFI		12/9/09	Done	<i>Note: Task not in FSR baselined schedule</i>	12/9/09
ITPP Submitted to DGS	11/3/09	12/14/09	Done		12/14/09
Last Day to Ask Questions About RFI		12/16/09	Done	<i>Note: Task not in FSR baselined schedule</i>	12/16/09
Last Day to Submit Response to RFI		12/29/09	Done	<i>Note: Task not in FSR baselined schedule</i>	12/29/09
BAR-2012 EIS Project Kick-Off	12/14/09	1/6/10	Delayed	The delay will not impact the implementation date	
BAR-2012 Contractor RFP Release	1/14/10	2/9/10	Delayed	New RFI process added 28 days to schedule (milestone delay-26 days)	
Project Office Established	2/18/10	2/11/10	On Target		
Last Day to Submit Questions for clarification of RFP prior to Bidder's Conference	1/26/10	2/18/10	Delayed	New RFI process added 28 days to schedule (milestone delay-23 days)	

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Last Day to Submit a Letter of Intent to Bid and the Confidentiality Statement	3/3/10	3/26/10	Delayed	New RFI process added 28 days to schedule (milestone delay-23 days)	
Last Day to Request Contract Language Change	3/1/10	4/6/10	Delayed	New RFI process added 28 days to schedule (milestone delay-36 days)	
Last Day to Submit Final Questions for Clarification of the RFP Prior to Submittal of Draft Proposals	3/22/10	4/14/10	Delayed	New RFI process added 28 days to schedule (milestone delay-23 days)	
Last Day to Request a Change to the RFP Requirements	3/29/10	4/22/10	Delayed	New RFI process added 28 days to schedule (milestone delay-24 days)	
Last Day to Protest RFP Requirements	4/7/10	4/29/10	Delayed	New RFI process added 28 days to schedule (milestone delay-22 days)	
Draft Proposals Due	4/15/10	5/6/10	Delayed	New RFI process added 28 days to schedule (milestone delay-21 days)	
Final Proposals Due	6/3/10	6/28/10	Delayed	New RFI process added 28 days to schedule (milestone delay-25 days)	
BAR-2012 Contractor Public Cost Opening	6/30/10	7/20/10	Delayed	New RFI process added 28 days to schedule (milestone delay-20 days)	
DGS Issues Intent to Award	7/16/10	8/5/10	Delayed	New RFI process added 28 days to schedule (milestone delay-20 days)	
Last Day to Protest Selection	7/20/10	8/9/10	Delayed	New RFI process added 28 days to schedule (milestone delay-20 days)	
BAR-2012 Contractor Contract Awarded	7/27/10	8/16/10	Delayed	New RFI process added 28 days to schedule (milestone delay-20 days)	

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Project Start Date/Contract Execution	8/10/10	8/30/10	Delayed	New RFI process added 28 days to schedule (milestone delay-20 days)	
Deliver Performance Bond or Letter of Credit to State	8/24/10	9/14/10	Delayed	New RFI process added 28 days to schedule (milestone delay-21 days)	

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Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		7%		Will adjust milestones, work on collapsing tasks to bring the schedule in, and if necessary rebaseline via an SPR
Milestones		7%		Will adjust milestones, work on collapsing tasks to bring the schedule in, and if necessary rebaseline via an SPR
Deliverables	X			
Resources		7%		Will adjust milestones, work on collapsing tasks to bring the schedule in, and if necessary rebaseline via an SPR
OneTime Cost	X			
Continuing Cost	X			

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Sponsor to Executive Committee

Summary Milestones and Highlights

Note: This Status Report reflects milestones and progress through Contract Award.

Project Milestones:

List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.

Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Feasibility Study Report Approved	11/2/09	11/24/09	Done		11/24/09
Release RFI		12/9/09	Done	Note: Task not in FSR baselined schedule	12/9/09
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Variances

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* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		7%		Will adjust milestones, work on collapsing tasks to bring the schedule in, and if necessary rebaseline via an SPR
Milestones		7%		Will adjust milestones, work on collapsing tasks to bring the schedule in, and if necessary rebaseline via an SPR
Deliverables	X			
Resources		7%		Will adjust milestones, work on collapsing tasks to bring the schedule in, and if necessary rebaseline via an SPR
One Time Cost	X			
Continuing Cost	X			

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0 Green	
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	1 Yellow	7% variance due to delay in FSR approval and newly required RFI process
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0 Green	
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0 Green	
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0 Green	
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0 Green	
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0 Green	
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0 Green	
	Medium	1		
	Weak	2		

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	N/A until contract award
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	2	Red	Due to delay in FSR approval and newly required RFI process
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0	Green	
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	0	Green	
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	
	Moderately Effective	1			
	Ineffective	2			
Total			3	G	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

Vendor Viability Rating Rationale